

POSITION DESCRIPTION (Please Read Instructions on the Back)						1 Agency Position No. NL12711			
2 Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3 Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4 Employing Office Location Orlando, FL.		5 Duty Station Ft. Irwin, CA.		6 OPM Certification No.	
Explanation (Show any positions replaced)		7 Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8 Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13 Competitive Level Code 1359	
10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11 Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12 Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		14 Agency Use			
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code		Grade	
a U.S. Office of Personnel Management									
b Department, Agency or Establishment									
c. Second Level Review									
d First Level Review		Project Director (Liaison)		GS		0301		13	
e Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)				17 Name of Employee (if vacant, specify)					
18 Department, Agency, or Establishment Department of the Army (DA)				c Third Subdivision Project Manager for Training Devices (PM TRADE)					
a First Subdivision U.S. Army Materiel Command (AMC)				d Fourth Subdivision					
b Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)				e Fifth Subdivision					
19 Employee review - This is an accurate description of the major duties and responsibilities of my position				Signature of Employee (optional)					
20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations									
a Typed Name and Title of Immediate Supervisor William A Rucker, Deputy Project Manager, PM TRADE				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature William A. Rucker				Date 20 Sep 02		Signature			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards				22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for Miscellaneous Administration and Program Series, GS-0301, Jan 79, TS-34, Jul 99; Introduction to the Position Classification Standards, TS-107, Aug 91, H.2.c., Parenthetical Titles; USOPM AAGG, Aug 90, TS-98.					
Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, Chief of Staff				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature James L. Laughlin				Date 20 Sep 02					
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24 Remarks Position is at the full performance level. NON-CRITICAL ACQUISITION POSITION: The employee must meet DoD 5000.52-M requirements applicable to the duties of the position. BUS: 7777									
25. Description of Major Duties and Responsibilities (See Attached)									

### INTRODUCTION

This position is in the office of the Project Manager for Training Devices (PM TRADE) of the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the US Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation. The mission includes cradle-to-grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the material development, acquisitions and sustainment activities through the functional matrix organization and four Project Managers.

PM TRADE is responsible for the concept exploration and definition, development, production, deployment, and life cycle support of training devices and simulators in meeting individual and collective digitized force training needs for the legacy, interim, and objective force. Responsibilities include: (1) Serving as the AMC Executive Agent for Maneuver Combat Training Center (MCTC) Instrumentation System Acquisition; (2) Managing the development, acquisition and fielding of live and force-on-force training instrumentation systems, non-system individual and crew type Training Aides, Devices, Simulations, Simulators (TADSS), Tactical Engagement Simulators (TES), Digital Multi-Purpose Range Complexes (DMPRC), Military Operations on Urbanized Terrain (MOUT) training facilities and generic training threat simulators in support of System PM's and other customers including Foreign Military Sales (FMS), to facilitate training the digitized force in the live environment associated with the Combat Training Centers, Home-station and deployed forces; (3) Supporting institutional learning/training; and (4) Development of digitization training capability in the live environment. PM TRADE leads, manages, supervises, coordinates and integrates the efforts of three board selected Product Managers (PMs): PM Digitized Training (PM DT), PM Live Training Systems (PM LTS), and PM Combat Training Instrumentation Systems (PM CTIS).

The purpose of this position is to serve as the primary field liaison between the National Training Center (NTC) and PM TRADE and is located at Fort Irwin, California. The incumbent of this position serves as the PM TRADE on-site NTC Project Director providing support to the Commander, National Training Center and his staff for all actions involving PM TRADE products developed and fielded for use at the NTC.

**MAJOR DUTIES**

1. Serves as the NTC Project Director with oversight responsibility for assisting PM TRADE and the NTC in the coordination of the requirements definition, development, acquisition, testing, fielding, and life cycle support of PM TRADE training devices and simulators used in meeting individual and collective force training needs for the legacy, interim, and objective force at the NTC. Stays abreast of all PM TRADE produced systems status. Utilizes extensive knowledge of live training systems to evaluate the training effectiveness of PM TRADE produced training products and programs by using results of field evaluations and training effectiveness studies. Provides expertise in the training environment to PM TRADE with evaluations and recommendations to improve the effectiveness of PM TRADE produced training products and programs. Utilizes trade-off studies based on the above evaluations, to advise PM TRADE on courses of action to meet requirements. Serves as the Contracting Officers Representative to facilitate delivery and installation of designated products. Establishes and maintains a close working relationship with other STRICOM PMs and Directors represented at the NTC on issues pertaining to training and training effectiveness. Maintains competency through continuing training courses in Federal procurement laws to include Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFAR), DoD Guidance, Army Material Command (AMC) Directives, Standard Operating Procedures, and internal directive guidance.

30%

2. Prepares and presents formal and informal information and decision briefings to the NTC senior leadership and staff on current status and planned future actions as they pertain to PM TRADE managed projects (e.g. Military Operations on Urbanized Terrain (MOUT), National Training Center Range Communications System (NTC RCS), National Training Center Objective Instrumentation System (NTC OIS), National Training Center Live Fire (NTC LF), Opposing Forces Surrogate Vehicle (OSV), etc.). Provides educational support to the NTC on all PM TRADE programs and capabilities that are of interest to the NTC senior leadership and staff. Maintains current information on the status of PM TRADE activities at the NTC through participation in exercises, conferences, briefings, and staff meetings. Attends the Training Mission Area Program Management Reviews (TMA PMR) and provides information on NTC requirements as pertains to PM TRADE produced training products and programs. Identifies actual and potential problems and advises PM TRADE, devising and implementing solutions, and based on risk analysis studies, recommending to PM TRADE solutions to problems which cannot be solved at the Project Director level.

25%

3. Maintains currency in military tactics, operational doctrine and the Army's Contemporary Operating Environment (COE). Maintains current information on the status of NTC activities through participation in exercises, conferences, briefings, and staff meetings. Prepares and presents formal and informal information and decision briefings to PM TRADE and staff on current status and planned future actions as they pertain to NTC initiatives. Coordinates with and advises PM TRADE of current training philosophies, trends and techniques being advocated at the NTC. Assesses future training and simulation requirements for the NTC and provides PM TRADE with assessments of the support role of PM TRADE in related programs. Supports and assists PM TRADE Product Management Offices by working with the users in defining and/or interpreting requirements relative to PM TRADE's acquisition of live training instrumentation systems, non-system individual and crew type TADSS, TES, and generic training threat simulators associated with the NTC.

20%

4. Held accountable for all non-expendable PM TRADE Property located at the NTC. Inventories 100 percent of property annually, reporting excesses and shortages and completing necessary forms for disposition of property. Works closely with management of both PM TRADE and the NTC to maintain communications and resolve problems and issues in the coordination and management of all PM TRADE activities at Fort Irwin.

15%

5. Serves as point of contact and team member with PM TRADE and the NTC on recommended changes from either activity. Provides a weekly report covering significant actions and events to PM TRADE supervisor.

10%

Performs other duties as assigned.

**Factor 1 - Knowledge Required by the Position - Level 1-8 - 1550 Points**

Extensive knowledge of the DOD Material Acquisition process and the DOD 5000 series of regulations in order to facilitate the management and testing, fielding, and life cycle support of PM TRADE training devices and simulators at the NTC.

Expert knowledge of analytical and evaluative methods in order to analyze statistical and performance data to perform field evaluations and training effectiveness studies using risk analysis and trade-off studies to support a PM TRADE produced systems support decision-making process.

Comprehensive knowledge of military doctrine and training requirements to effectively liaise between the users, material developers and contractors.

Considerable knowledge of, and experience with, live training domain; and a thorough understanding of MCTC training programs, Observer Controllers (OC) requirements, and the Army homestation training.

Knowledge of Inventory Management Techniques and required reporting and property accountability procedures.

High degree of skill to communicate effectively, both orally and in writing, in order to serve as a PM TRADE liaison on a variety of issues dealing with simulation equipment and training systems used at the NTC.

High degree of skill to liaise with high ranking military officers and senior civilian management for the purpose of resolving conflicts, programmatic issues, technical problems, providing status updates on PM TRADE products and ongoing issues.

**Factor 2 - Supervisory Controls - Level 2-4 - 450 Points**

The position is under the general supervision of the Deputy Project Manager (DPM TRADE), who oversees the integration of tasking assignments. Task assignments are made in terms of program objectives and broad policy guidance. Incumbent and supervisor develop a mutually acceptable project plan that includes identification of the work to be done, the scope of the project, and deadlines for its completion.

Work is reviewed in terms of adherence to Army policy, achievement of objectives, management effectiveness, and customer satisfaction.

**Factor 3 - Guidelines - Level 3-4 - 450 Points**

Guidelines include DoD, Army, NTC, STRICOM, and PM TRADE policies and regulations. Incumbent is presented with situations for which such guidelines are inadequate that require considerable adaptation and/or interpretation for application to issues and problems since precedents are not applicable.

**Factor 4. Complexity - Level 4-5 - 325 Points**

Assignment consists of staying abreast of a number of separately funded, independently managed programs. Incumbent reviews work covering a variety of complex attributes prepared by project directors, engineering specialists, computer scientists, programmer and/or analysts, test engineers, and logistics managers. Incumbent must be knowledgeable of the technical and

programmatic scope and status of each product line in assessing project effectiveness in terms of cost and performance. Coordination is required between the various users, TRADOC, NTC, PM TRADE, STRICOM, FORSCOM, and contractors.

Incumbent is concerned with evaluating the effectiveness and solution of difficult PM TRADE training devices and simulations under conditions where much of the data is predictive and involves complex issues and interrelationships.

Projects involve both immediate and long-range actions and complex issues relating to the effectiveness of the program. Recommendations must consider uncertainties in data requiring incumbent to be versatile, innovative, with strong interpersonal skills that affect long-range program performance and serve as precedents for others.

**Factor 5. Scope and Effect - Level 5-4 - 225 Points**

The purpose of this position is to serve as the primary field liaison between the National Training Center (NTC) and PM TRADE. Incumbent serves as the PM TRADE on-site NTC Project Director providing support to the Commander, National Training Center and his staff for all actions involving PM TRADE products developed and fielded for use at the NTC.

Failure of the incumbent to perform could result in unmet schedules, miscommunication of goals or increasing costs associated with a continuously decreasing and highly scrutinized funding line as well as higher costs associated with training and maintaining a ready force. Work contributes to the improvement of productivity, effectiveness, and efficiency in program operations, thereby affecting plans, goals, and effectiveness at different echelons and/or geographical locations within the Army.

**Factor 6 - Personal Contacts &**

**Factor 7 - Purpose of Contacts - Level 2c - 145 Points**

Personal contacts are with junior to senior level officers in U.S. Army active duty, reserve and national guard forces, program managers, project directors, engineers, scientists, programmer/analysts, logistics managers and junior to senior civilian officials and managers at Training Doctrine Command (TRADOC), Forces Command (FORSCOM), NTC, STRICOM, and PM TRADE.

Purpose of contacts are made with managers or other officials to brief status of programs, exchange information, and to influence managers or other officials to accept and implement findings and recommendations on program effectiveness. Collection of data/information via customer input is essential to successful performance. Incumbent encounters resistance due to such issues

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as organizational conflict, competing objectives, or resource problems.

**Factor 8 - Physical Demands - Level 8-1 - 5 Points**

The work is primarily sedentary. No special physical demands.

**Factor 9 - Work Environment - Level 9-1 - 5 Points**

Work is typically performed in an adequately lighted and climate controlled office. Travel is required.